

~~SECRET~~

7 May 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-30 April 1963

1. Cables Processed

a. CIA cables processed totaled 19,578 IN cables, 7,015 OUT cables, 1,961 TD's, and 3,050 miscellaneous items for a total of 31,604 work items. This represents an increase of 6,449 items or 26% over the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 15,220, an increase of 2,255 or 17% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 46,824 items. The April total represents an increase of 8,706 or 23% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,561 items each 24 hours including Saturdays and Sundays. This is better than an item per minute.

d. 1,902 cables or 4.5% of all cables processed were furnished to the Director as compared to 2,136 or 5% for March 1963. (Note: The number of cables furnished the Director will show a decrease in subsequent months since, starting in May, we are sending selected LD/SS cables instead of all LD/SS cables, as we have been doing.)

2. Personnel

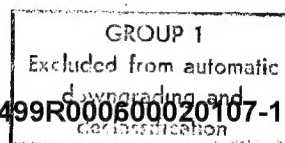
25X1A

25X1A During the month we gained two people giving us a total strength of [] against a ceiling of []. We have incumbents awaiting final clearance for three positions and 3 people awaiting transfer or resignation within the next 60-90 days.

3. General

a. On 18 April, 40 students from the National War College toured the Cable Secretariat. We believe that the visitors enjoyed the tour and found it informative.

b. Attached is a memo stating that the copy requirements for telegrams distributed to CIA by DC/T should be reduced from 17 to four. However, in reducing the copy requirements, there will be some delay in processing time and some increased cost per cable handled. Although the Department of State has been notified of this change, they have not put it into effect as of this time. We, however, are operating as though but four copies were furnished.

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3. c. We have coordinated informally with OC and the Records Management Staff concerning the Signal Center Archives, and on balance it appears that the Cable Secretariat is in a better position to administer these files than any other unit on the basis that we have all the necessary cryptonyms and trained people to make a determination regarding access to the files. The study should be coming out of OC shortly. It was routed, last I saw it, to DDS and to you for approval.

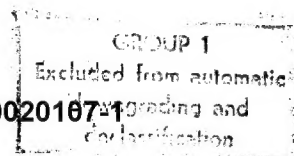
*For
pulled after return
State mem, etc*

Attachment



Cable Secretary

25X1A



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/S
 1-A-53
 HDQRS.

EXTENSION

5838

NO.

DATE

7 May 63

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Mr. Kirkpatrick

7 May 8 May

LAN

Gordon -

2.



1A53

The continued
 record in volume
 worries me. Have
 we ever charted the
 normal increase curve?

4.

25X1A

If you have any thoughts
 on this let me know
 at your convenience -
 really.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

See July report - I
 did present data to
 him verbally on 2 or
 3 July - ep